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SUBJECT: **ARCHITECTURAL TECHNICAL GUIDE 0009 (January 1, 2005)**
List of Exhibits Required for Submittal to the Rural Development
State Architect for New and Existing Construction Projects
Funded by the Community Facilities Direct Loan Program

PURPOSE:

The purpose of this Architectural Technical Guide (ATG) is to itemize construction related exhibits required by Rural Development to be provided by the applicant in concert with the project architect to the Rural Development State Architect for review and comment for projects funded by the USDA/Rural Development Community Facilities Direct Loan Program.

IMPLEMENTATION RESPONSIBILITIES:

Rural Development considers complete architectural basic services to normally include three distinct pre-bidding phases:

1. The preparation of schematic design exhibits;
2. The preparation of design development exhibits; and
3. The preparation of construction document exhibits.

Two complete sets of each of these submittals should be forwarded to the Rural Development State Office at the appropriate time (as discussed further below) for review and comment.

Attached are suggested content lists for each of these submittal phases.

Questions in this regard should be referred to the Rural Development State Architect.

DAVID W. RIGIROZZI
State Architect
USDA/Rural Development

Attachments: *"Schematic Design Submittal Exhibits"*
"Design Development Submittal Exhibits"
"Construction Document Submittal Exhibits"



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Community Facilities Programs
SCHEMATIC DESIGN SUBMITTAL EXHIBITS

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- I. Design Architect's Submittal**
 - II. Applicant's Submittal**
 - III. Applicant & Architect's Submittal**
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I. DESIGN ARCHITECT'S SUBMITTAL:

(Complete architectural design basic services are considered by RD to normally consist of three distinct phases: schematic design exhibits, design development exhibits, and construction document exhibits. Two complete sets of Preapplication exhibits consisting of architectural schematic design exhibits, as discussed below, should be forwarded to the RD State Office, for review and comment.)

- 1. Cover sheet, including:
 - ☐ Project name.
 - ☐ Complete project address.
 - ☐ Project vicinity map.
 - ☐ Complete project architect's name, address, & telephone number.
 - ☐ Complete applicant's name, address, & telephone number.
 - ☐ Set issuance date by the project architect's office.

- 2. Site plan, showing:
 - ☐ Scale (minimum 1"=20').
 - ☐ North arrow.
 - ☐ Proposed lot lines, with dimensions.
 - ☐ Building outlines.
 - ☐ All pavements, steps, ramps, parking spaces, & adjacent streets, with dimensions.
 - ☐ Recreation areas.
 - ☐ Trash containment areas.
 - ☐ Available utility locations.
 - ☐ Existing & proposed drainage concepts.
 - ☐ Significant topography delineated.
 - ☐ Disabled accessible routes and designated parking.
 - ☐ Proposed landscaping.

- 3. Floor plans, showing:
 - ☐ Scale (minimum 1/8"=1'-0").
 - ☐ Typical building designs, with appropriate labeling.

4. Exterior Building Elevations, showing:
___ Scale (minimum 1/8"=1'-0").
___ Typical building sides for all building types.
___ Proposed materials labeling.
___ Roof pitches.
 5. Typical Wall Section, showing:
___ Scale (minimum 1/8"=1'-0").
___ Foundation-to-ridge view of structure.
___ Proposed materials labeling.
___ Roof pitches.
 6. Statement of Probable Construction Cost, showing:
___ \$ per square foot.
 7. Preliminary Architectural Feasibility Report, a narrative analysis of the project discussing:
___ Project need
___ Existing facility, if applicable
___ Proposed facility
___ Site area required
___ Site suitability
___ Alternate sites considered
___ Site plan concept
___ Property legal, easement, and right-of-way issues
___ Construction and overall development cost budget considerations
___ Property legal, easement, and right-of-way issues
___ Proposed design and construction development method (i.e. architectural services, bid general contractor services, design-build services, construction administration services, or other)
___ Special project features (i.e. alternative energy technologies)
___ Other special considerations (i.e. forecasted bidding climate, materials shortages, or other)
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II. APPLICANT'S SUBMITTAL:

1. Letters of Availability for all Proposed Utility Services.
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III. APPLICANT & ARCHITECTS' SUBMITTAL:

1. Total Development Budget, as follows:
___ Itemized breakdown of all "hard" and "soft" costs.
___ \$ per square foot.

(RD will concur with proceeding to the next phase of construction design (design development exhibits) which coincides with the RD Application phase when the applicant, project architect, and RD reach a consensus regarding the acceptability of the schematic design proposal and RD issues written comments to this effect.)



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Community Facilities Programs
DESIGN DEVELOPMENT SUBMITTAL EXHIBITS

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- I. Design Architect's Submittal**
II. Applicant's Submittal
III. Architect's and Applicant's Submittal
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I. DESIGN ARCHITECT'S SUBMITTAL:

(Complete architectural design basic services are considered by RD to normally consist of three distinct phases: schematic design exhibits, design development exhibits, and construction document exhibits. Two complete sets of Application exhibits, consisting of architectural design development exhibits, as discussed below, should be forwarded to the RD State Office, for review and comment.)

1. Cover Sheet, including:
 - ☐ Project name.
 - ☐ Complete project address.
 - ☐ Project vicinity map.
 - ☐ Complete project architect's name, address, and telephone number.
 - ☐ Complete applicant's name, address, and telephone number.
 - ☐ Set issuance date by the project architect's office.
2. Site Plan, showing:
 - ☐ Scale (minimum 1"=20').
 - ☐ North arrow.
 - ☐ Lot lines, with full dimensioning.
 - ☐ Building outlines, with full dimensioning.
 - ☐ All pavements, steps, ramps, parking spaces, & adjacent streets, with full dimensioning.
 - ☐ Recreation areas.
 - ☐ Trash containment areas.
 - ☐ Proposed retaining walls.
 - ☐ Existing & proposed utility mains, with sizes indicated.
 - ☐ Proposed finish floor elevations.
 - ☐ Existing & proposed grade contours.
 - ☐ Disabled accessible routes & designated parking.
 - ☐ Proposed landscaping, with material types & sizes indicated.
 - ☐ All proposed off-site work, so designated.

3. Building Floor Plans, showing:
 - ___ Scale (minimum 1/8"=1'-0").
 - ___ Overall building dimensions.
 - ___ Actual wall thicknesses.
 - ___ Complete typical building designs.
 - ___ Common space labeling, with wheelchair accessible/adaptable turning circles shown.
 - ___ Roof overhangs, dimensioned.
 - ___ Adjacent pavements & other structures.
 - ___ Section cut lines.
4. Living Unit Floor Plans (if applicable), showing:
 - ___ Scale (minimum 1/4"=1'-0").
 - ___ Overall unit dimensions.
 - ___ Actual wall thicknesses.
 - ___ Typical unit labeling.
 - ___ Disabled accessible/adaptable unit labeling.
 - ___ Room, etc. labeling.
5. Exterior Building Elevations, showing:
 - ___ Scale (minimum 1/8"=1'-0").
 - ___ Typical building sides, for all building types.
 - ___ Proposed materials labeling.
 - ___ Roof pitches.
6. Interior Elevations, showing:
 - ___ Scale (minimum 1/4"=1'-0").
 - ___ All typical kitchen & bathroom cabinet & fixture locations.
 - ___ Full vertical dimensioning.
 - ___ Appliance & fixture labeling.
7. Wall Sections, showing:
 - ___ Scale (minimum 3/8"=1'-0").
 - ___ Typical wall, roof, floor, & foundation system conditions.
 - ___ Unique conditions.
 - ___ Proposed materials labeling.
 - ___ Full vertical dimensioning.
 - ___ Roof pitches.
8. Foundation Plans, showing:
 - ___ Scale (minimum 1/8"=1'-0").
 - ___ Overall building dimensions.
 - ___ Actual wall thicknesses.
 - ___ Complete typical building designs.
 - ___ Section cut lines.
9. Mechanical Plans, showing:
 - ___ Scale (minimum scale: 1/8"=1'-0")
 - ___ Typical unit layouts
 - ___ Common area layouts.
10. Plumbing Plans, showing:
 - ___ Scale (minimum scale: 1/8"=1'-0").
 - ___ Typical unit layouts
 - ___ Common area layouts.
11. Electrical Plans, showing:
 - ___ Scale (minimum scale: 1/8"=1'-0").

- ☐ Typical unit layouts
 - ☐ Common area layouts.
 - 12. Outline Specifications, showing:
 - ☐ All proposed site, architectural, structural, mechanical, & electrical systems & materials.
 - ☐ Utilization of a trade-divided format, 16-division C.S.I. format, or other similar format.
 - 13. Utility Selection Analysis for Heating, addressing:
 - ☐ Utility rates for available utilities, if other than natural gas space and domestic water heating are proposed.
 - ☐ Life cycle cost justification for the selected utility(ies), if other than natural gas space and domestic water heating are proposed.
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II. APPLICANT'S SUBMITTAL:

1. Soils Investigation Analysis, prepared by a Colorado licensed professional engineer, addressing:
 - ☐ Minimum one exploratory boring, per building, to an adequate depth to provide reasonably reliable information about soil-bearing values, pertinent groundwater hazards, approximate depth(s) to bedrock (if applicable), & abnormal soil conditions.
 - ☐ Site plan, showing boring locations.
 - ☐ Date of site investigation.
 - ☐ Narrative summary & recommendations.
 - ☐ Boring logs & testing results.
 - ☐ Recommended details, as pertinent.
 2. Topographic Land Survey, showing:
 - ☐ Scale.
 - ☐ North arrow.
 - ☐ Legend.
 - ☐ Title block.
 - ☐ Date of Survey.
 - ☐ Property lines.
 - ☐ Permanent marker locations.
 - ☐ Complete Metes & Bounds legal description (or Lots & Blocks, if applicable).
 - ☐ Names of all contiguous property owners.
 - ☐ Complete site dimensioning, to locate & size (where appropriate) structures, utilities, major trees, significant site improvements, easements, drainage ways, major buried structures, streets, alleys, etc.
 - ☐ All existing site improvements.
 - ☐ Right-of way widths.
 - ☐ Existing streets & alleys.
 - ☐ All existing utilities in near vicinity of the site, including their locations & sizes.
 - ☐ Manholes and fire hydrants.
 - ☐ Street lights.
 - ☐ Utility poles & transformers.
 - ☐ Trees.
 - ☐ Surveyor's certification, identification, signature, Colorado license number, & date.
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III. APPLICANT & ARCHITECTS' SUBMITTAL:

1. Owner/Architect Agreement, as follows:
 - ___ Utilizing form, "Standard Form of Agreement between Owner and Architect", AIA Document B141, 1997 Edition, or similar document.
 - ___ RD modifications to the Owner/Architect Agreement, similar to those contained in RD Instruction 1942-A, Guide 27 (available from the RD State Architect or RD State Office).
 - ___ Attached detailed estimate for the project architect's additional services and reimbursable expenses, beyond the scope of basic services, as discussed in RD Instruction 1942-A, Guide 27.
2. Revised Total Development Budget, as follows:
 - ___ Itemized breakdown of all "hard" and "soft" costs.
 - ___ \$ per square foot.

(RD will concur with proceeding to the next phase of construction design (construction documents) when the applicant, project architect, and RD reach a consensus regarding the acceptability of the design development proposal and RD issues written comments to this effect.)



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Community Facilities Programs
CONSTRUCTION DOCUMENT SUBMITTAL EXHIBITS

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- I. Design Architect's Submittal**
 - II. Applicant's Submittal**
 - III. Applicant's & Architect's Submittal**
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I. DESIGN ARCHITECT'S SUBMITTAL:

(Complete architectural design basic services are considered by RD to normally consist of three distinct phases: schematic design exhibits, design development exhibits, and construction document exhibits. Following RD acceptance of the design development exhibits, two complete sets of construction document exhibits, as discussed below, should be forwarded to the RD State Office, for review and comment.)

1. Construction Drawings, consisting of:
 - ☐ Sufficient scale and detail to clearly explain the requirements for the construction of the entire project.
 - ☐ A Colorado licensed architect's seal on each sheet not already sealed by a Colorado licensed professional engineer.
 - ☐ A common set issuance date on each sheet.
 - ☐ A cover sheet, containing:
 - ☐ Project name.
 - ☐ Project location.
 - ☐ Project architect's name, address, telephone number.
 - ☐ Applicant's name, address, telephone number.
 - ☐ Project vicinity map.
 - ☐ Schedule of dwelling & building type(s) & size(s) (if applicable).
 - ☐ Signature block, for:
 - ☐ Owner's representative.
 - ☐ Project architect's representative.
 - ☐ Contractor's representative.
 - ☐ USDA/RD representative.
 - ☐ A topographic survey.
2. Project Manual, consisting of:
 - ☐ An index.
 - ☐ A cover page, containing:
 - ☐ Project name.
 - ☐ Project location.
 - ☐ Project architect's name, address, telephone number.
 - ☐ Applicant's name, address, telephone number.

- ☐ Project vicinity map.
 - ☐ Schedule of dwelling & building type(s) & size(s).
 - ☐ Signature block, for:
 - ☐ Owner's representative.
 - ☐ Project architect's representative.
 - ☐ Contractor's representative.
 - ☐ USDA/RD representative.
 - ☐ All pertinent RD and other boilerplate forms.
 - ☐ Complete project specifications, in the C.S.I. 16-division format, or equivalent.
3. Local building department written acceptance of the proposed construction documents, if available.
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I. APPLICANT'S SUBMITTAL:

1. Floodplain/Local Storm Drainage Studies, IF REQUESTED EARLIER BY THE RD STATE ARCHITECT, consisting of:

- ☐ Floodplain Analysis, accomplished by a Colorado licensed professional engineer or architect, providing:
 - ☐ Federal Emergency Management Agency (FEMA) boundary or rate map, if available, or equivalent exhibit, delineating the boundaries of the proposed site & the floodplain of concern, as determined by RD.
 - ☐ A statement whether or not any portion of the proposed site is located within the boundaries of the floodplain of concern, as determined by RD.
- ☐ Local Storm Drainage Analysis, performed by a Colorado licensed professional engineer or architect, providing:
 - ☐ A map, preferably a U.S. Geodetic Survey (USGS) contour map, delineating the boundaries, sizes (in acres), & flow directions of all off-site generated sheds which would flood the proposed site during the event of concern (i.e. 100-year storm), as determined by RD.
 - ☐ Quantities (Q100 or Q500) of all off-site generated storm flows.
 - ☐ Detailed calculations used to derive the Q100 or Q500 values.
 - ☐ Narrative conclusions & recommendations regarding the flood hazard
 - ☐ A proposed site grading & drainage design capable of accommodating the flooding event of concern. NOTE: All buildings & disabled routes should be protected from any inundation. All other areas of the site should be designed to accommodate the flood hazard event without subjecting human life or personal property to damage. The design should also depict proposed grades, structures, & flow quantities & directions.

III. APPLICANT & ARCHITECTS' SUBMITTAL:

1. Revised Total Development Budget, as follows:
 ___ Itemized breakdown of all "hard" and "soft" costs.
 ___ \$ per square foot.

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(RD will concur with proceeding to the next phase of construction (bidding and negotiation) when the applicant, project architect, and RD reach a consensus regarding the acceptability of the construction document proposal and RD issues written comments to this effect.)
